



# Retirement Quick Reference Guide

## 12 Months Prior to Retirement

**Sign up** to visit with a SDRS Retirement Planner in an individual counseling session. You will receive an invitation prior to SDRS upcoming visits to your local area. Instructions for scheduling an appointment will be included.

**Finalize** any requests to purchase additional SDRS credited service. You must complete your purchase before retirement.

**Decide** when you want to retire. (*See other side for retirement eligibility.*)

**Watch** for and attend a scheduled SDRS Regional Retirement Planning Seminar in your area.

**Review** SDRS *Personal Benefits Statements* for information on projected retirement benefits.

**Register** in the *My SDRS* location on the SDRS website to access your personal information, prepare benefit estimates, and much more.

## 10 Months

**Request** a benefit estimate from SDRS. SDRS will also send Form B-2, *Applying for SDRS Retirement Benefits*. Please allow at least three weeks for the estimate and forms to arrive.

## 6 Months

**Complete and return** SDRS Form B-2, *Applying for SDRS Retirement Benefits*, to SDRS with copies of your birth certificate and, if married, your spouse's birth certificate and your marriage certificate. SDRS must receive this form at least 31 days prior to your expected month of retirement. SDRS benefits begin the month *after* you receive your final paycheck.

**Review** your beneficiary information and if necessary, request SDRS Form E-5, *Beneficiary Designation Form* to make any adjustments.

**Submit** your most recent Benefit Estimate Statement from the Social Security Administration to SDRS. Every year the Social Security Administration sends a *Social Security Statement* to you about three months before your birthday. This statement may be needed for calculating and coordinating your benefits from SDRS and Social Security.

## 3 Months

**Notify** your authorized agent of your retirement plans. Your authorized agent must send notice of your termination of contributory service to SDRS before your benefits may commence.

**Contact** the Social Security Administration to request the *Social Security Benefit Application* form or complete the form online. Return the completed form to the Social Security Administration. You may schedule an appointment with your local Social Security office to review your benefit and to determine if additional paperwork is necessary. (*See other side for phone numbers.*)

**Enroll** in the optional Medicare Plan B, if age applicable, by contacting the Social Security Administration anytime between three months before your 65<sup>th</sup> birthday to three months afterwards. You are automatically enrolled in the Medicare Plan A when you begin to receive Social Security benefits.

## 2 Months

**Check** IRS regulations governing tax-deferred savings accounts. Contact the SDRS Supplemental Retirement Plan, and other retirement accounts that you participate in, to begin withdrawals.

**Complete** and return Form W-4P, *Employee's Withholding Allowance Certificate* and, if desired, SDRS Form B-6, *Authorization for Direct Deposit of Benefit Payments* (ACH). These forms are included with your SDRS retirement benefit estimate and the *Applying for SDRS Retirement Benefits* Form.

<b>Retirement</b>	<b>Expect</b> to receive your first SDRS benefit payment the month following the date of your last paycheck. Direct deposits (ACH) are made on the 15 <sup>th</sup> of each month and paper warrants are mailed the same date. For all ACH deposits, contact your financial institution for your funds availability date.
<b>When Can You Retire?</b>	<p><b>Normal Retirement (full benefit):</b> Age 65 (age 55 for Class B Public Safety) with at least three years of SDRS contributory service</p> <p><b>Early Retirement (reduced benefit):</b> Age 55 (age 45 for Class B Public Safety) or older with at least three years of SDRS contributory service</p> <p><i>You may select the Level Income Payment Option if you take Early Retirement</i></p> <p><b>Special Early Retirement (full benefit):</b> Age and years of contributory service equal at least 85 (80 for Class B Judicial and 75 for Class B Public Safety)</p> <p><b>Delayed Retirement (full benefit):</b> After age 65 (after age 55 for Class B Public Safety)</p>
<b>Level Income Payment Option</b>	The Level Income Payment Option increases the benefit payment from SDRS before you are eligible to start collecting Social Security benefits and decreases the benefit payment from SDRS the month after you turn age 62. See your <i>Income for Your Retirement</i> handbook or the SDRS Web site for complete details.
<b>Documents You Need to Complete the Retirement Process</b>	<p><b>For SDRS:</b></p> <ul style="list-style-type: none"> <li>• birth certificate</li> <li>• if married, marriage certificate and spouse's birth certificate</li> <li>• bank name and account number for direct deposits (voided check)</li> <li>• if applying for the Level Income Payment Option, recent Social Security estimate</li> </ul> <p><b>For Social Security:</b> (Original documents or copies certified by the issuing office are required.)</p> <ul style="list-style-type: none"> <li>• Social Security card</li> <li>• if you were not born in the U.S., proof of citizenship or alien status</li> <li>• if you served in the military, discharge papers</li> <li>• birth certificates for dependent children</li> <li>• last year's W-2 form</li> </ul>

## Contact Information

### South Dakota Retirement System (SDRS)

P.O. Box 1098  
 Pierre, SD 57501  
 1-888-605-SDRS or (605) 773-3731  
[www.sdrs.sd.gov](http://www.sdrs.sd.gov)

### Supplemental Retirement Plan (SRP)

222 East Capitol, Suite 8  
 Pierre, SD 57501  
 (605) 224-2230, Pierre Office  
 1-800-959-4457, Customer Service  
[www.SRP457.com](http://www.SRP457.com)

### Internal Revenue Service (IRS)

1-800-829-1040  
[www.irs.gov](http://www.irs.gov)

### Social Security Administration (SSA)

**NATIONAL OFFICES**  
 1-800-772-1213  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

### SOUTH DAKOTA LOCAL OFFICES

Aberdeen, (605) 226-7231  
 Huron, (605) 353-1422  
 Rapid City, (605) 342-1819  
 Sioux Falls, (605) 330-4334  
 Watertown, (605) 886-8284  
 Yankton, (605) 665-6801

### IOWA

Sioux City, (712) 255-5525